

22 History of Manitoba Document

Create a 2 page History of Manitoba Document.
Using the sample as a guide, format the 2 page document following the directions below.

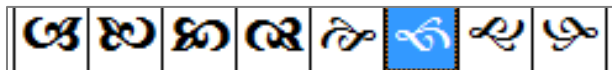
Your document will not look exactly like the sample as you will choose your own picture styles, colours and some text formatting options.

- Open** UNIT 5 WORD > 22 WORD EXERCISE > WORD 22 IMAGES
- Save** the file in your Picture Folder
- Name** your file: WORD 22 IMAGES
- Open** UNIT 5 WORD > 22 WORD EXERCISE > **Word 22 Template**
- Save the file in your Documents Folder:
File > Save As > My Documents
- Name your file: **Word 22 YourFirstNameLastInitial**
Click **Save**
- Page Size: **8.5 x 11**
- Orientation: **Portrait**
- Margins: **1" Left, 1" right, 1"top, .5" Bottom**
Double check to make sure the margins are set to the correct measurements
- Press **Ctrl + a** on your keyboard to select all the text.
Change the font of all the text to **Garamond**.
- Format the Title: History of Manitoba
Size: **48**
Color: your **choice**
Font Effect (shadow etc): your **choice**.
Line Spacing: **Exactly 40pt**
Paragraph Space After: **6pt**
Paragraph Space Before: **0**
Text Alignment: **Left**
- Format the Paragraph:
What is now Manitoba has been continuously....etc
Size: **16**
Color: **Your choice**
Line Spacing: **Exactly 18pt**
Paragraph Space After: **12pt**
Paragraph Space Before: **0**
Text Alignment: **Left**

- On page 1, place your cursor at the beginning of the title:
Traders and Settlers
Use the Break Tool to move the text to page 2
Go to the Page Layout Tab > Breaks > **Next Page**
- Format the Titles:
Traders and Settlers and *Province of Manitoba*
Select the first title, hold down the **Ctrl key** and select the second title
Size: **32**
Color: **Your choice**
Line Spacing: **Exactly 32pt**
Paragraph Space After: **6pt**
Paragraph Space Before: **0pt**
Text Alignment: **Left**
- Format the Story Text under the titles on page 2
Select the text under the title *Traders and Settlers*,
hold down the **Ctrl key** and select the text under the title *Province of Manitoba*
Size: **11.5**
Color: **Black**
Line Spacing: **Exactly 13.5pt**
Paragraph Space After: **8pt**
Paragraph Space Before: **0pt**
Text Alignment: **Left**
- Select the text under the title *Province of Manitoba*
Format: **2 columns**
Text Alignment: **Justify**

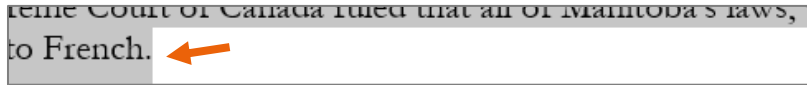
To even out the two columns of text:
Place your cursor at the end of the text line as shown below:
province Rail connections were complete in (space) |
Insert a **soft return** by holding down the shift key and pressing enter.
Without moving your cursor, insert a **column break**:
Page Layout Tab > Breaks > **Column**
- At the end of the last sentence on page 2, place your cursor after the period.
Insert a symbol. Insert Tab > Symbol > More Symbols > **Choose font: WingDings2**

In the pop out window, scroll down and choose *any* of the following symbols
and click **Insert**.



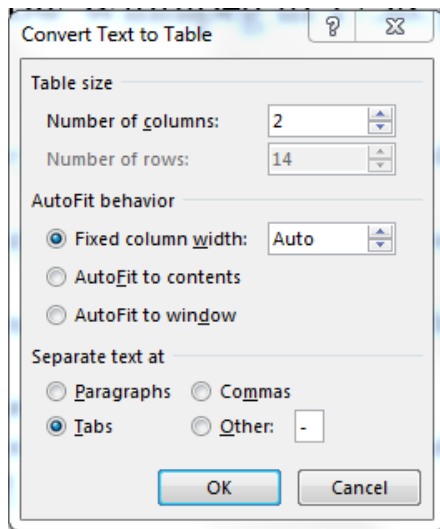
- Insert a thick or thin line between the two paragraphs on page 2
Style and Colour: **Your choice**

On page 1, select the text starting with the title:
Important Dates in Manitoba up to and including the period after the word
French.



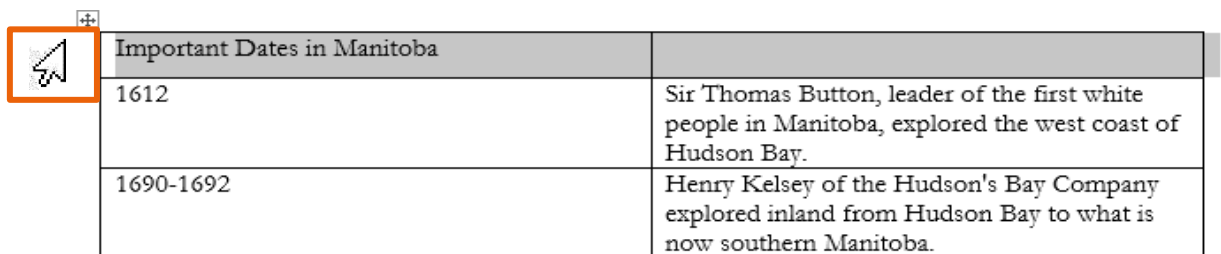
Note: If the space after the period is selected, you may not be able to convert the text to a table.

- Format the text into a table:
Insert Tab > Table > convert Text to Table.



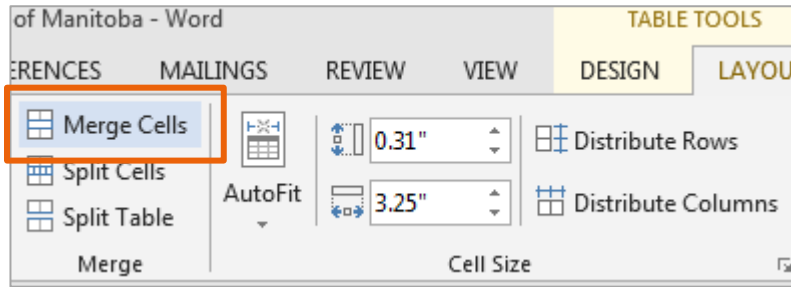
Use the settings in the pop out window as shown below:

- Click **OK**.
- To select the first row of the table, **click your mouse on the left side** of the table next to the first row



Important Dates in Manitoba	
1612	Sir Thomas Button, leader of the first white people in Manitoba, explored the west coast of Hudson Bay.
1690-1692	Henry Kelsey of the Hudson's Bay Company explored inland from Hudson Bay to what is now southern Manitoba.

- Merge the two cells by going to the Table Tools Layout Tab > **Merge Cells**



- Change the **font size** of the title to **20**.
- Select all the dates** by clicking your mouse in the first cell and dragging down to the last cell.

Important Dates in Manitoba	
1612	Sir Thomas Button, leader of the first white people in Manitoba, explored the west coast of Hudson Bay.
1690-1692	Henry Kelsey of the Hudson's Bay Company explored inland from Hudson Bay to what is now southern Manitoba.
1738	Pierre Gaultier de Varennes, Sieur de La Verendrye, a French-Canadian fur trader, arrived at the site of present-day Winnipeg.
1812	Settlers sent by the Earl of Selkirk established the Red River Colony.
1869-1870	The metis revolted against the Canadian government in the Red River Rebellion.
1870	Manitoba became Canada's fifth province.
1876	Manitoba farmers began exporting wheat.
1878	The first railroad in Manitoba connected Winnipeg and St. Paul, Minnesota.
1912	The Canadian government extended Manitoba's northern boundary to Hudson Bay.
1960	Nickel mining operations began in Thompson.
1969	The voters of Manitoba elected the first Socialist government in Canada outside Saskatchewan.
1972	Winnipeg and its suburbs merged into one city, making Winnipeg one of Canada's largest cities.
1985	The Supreme Court of Canada ruled that all of Manitoba's laws, written only in English, must be translated to French.

- Change the **font size** to **16**.

- Reduce the width of the date column: **Hover the mouse** on the border between the date and the text. When you see the **move border tool**, click and drag to the left as shown below.

Important Dates in Manitoba	
1612	Sir Thomas Button, leader of the first white people in Manitoba, explored the west coast of Hudson Bay.
1690-1692	Henry Kelsey of the Hudson's Bay Company explored inland from Hudson Bay to what is now southern Manitoba.

- Hover the mouse over the table then click the **small square on the top left corner** of the table to select the entire table.



- Style the table by choosing from the Table Style drop down menu.

Table Tools Design Tab > **Table Styles Drop Down Menu**
The style used in the sample is highlighted below.



Insert the illustration of the **Manitoba Map** on page 1

- Click your cursor somewhere in the middle of the page
Insert Tab > Pictures > UNIT 5 WORD > WORD 22 EXERCISE > Word 22 Images > **Manitoba Map**
- Click the **Layout Options** icon to the right of the illustration.
Select one of the text wrapping options:
Try **Square**, **Tight** and **Through** to determine which one works best.
Under the heading **With Text Wrapping** click **Fix Position on Page**.
This option allows you to move your image beyond the margins.

- Style the Map using the Picture Styles Tools of your choice.

NOTE: You may have to adjust the size of the map to accommodate all the text and the chart on page one. If you find a part of your chart has moved to page two, adjust the size of the map illustration accordingly.

Insert the Illustration of the **Bison** on page 2

- Click your cursor somewhere in the middle of the page
Insert Tab > Pictures
UNIT 5 WORD > WORD 22 EXERCISE >
Word 22 Images > **Bison**

- Click the **Layout Options** icon to the right of the illustration.
Select one of the text wrapping options:
Try **Square**, **Tight** and **Through** to determine which one works best.

Under the heading **With Text Wrapping** click **Fix Position on Page**.
This option allows you to move your image beyond the margins.

Use the **Remove Background Tool** to get rid of the yellow background.

- Format Tab > **Remove Background** (located on the left side of the ribbon)

When you click on the Tool, you will see purple colour surrounding the bison and an inner box with small square handles.

- Click and drag the corner handles of the **inner box** to the edge of the purple box to select all areas of the bison.



- Click **keep changes** to remove the background.

- Add a **shadow** of your choice to the bison illustration.
Picture tools format Tab > Picture Effects > **Shadow**
- Save your document and email it to your instructor.**